

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: FOOD PURCHASING ASSISTANT

POSITION LOCATION: Tucson

POSITION REPORTS TO: Food Service Manager

POSITION SUPERVISES: Food Workers II

MINIMUM QUALIFICATIONS:

High School Diploma or GED; two years experience in institutional food service including inventory, planning, production, and preparation.

PREFERRED QUALIFICATIONS:

Able to communicate using Sign Language; additional experience in food service and maintaining inventory and ordering supplies for institutional food service. Course work in food service, purchasing, or related field.

MAJOR DUTIES AND RESPONSIBILITIES:

Responsible for maintaining inventory and ordering USDA Commodities, food and supplies from approved vendors; receives deliveries and checks deliveries for accuracy and quality; prepares requisitions for payment of food and supplies invoices; verifies invoice prices to conform and bid award/contract; leads work of Food Service Worker II in rotating stock and keeping all storage areas clean and organized, and filling daily food requests of Cooks and Food Service Manager; assists in set-up for special and outdoor events; assists in the training of student workers; communicates with Cooks to determine supply needs; performs other duties assigned by the Food Service Manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use a personal computer; ability to communicate verbally in writing, phone, e-mail and use TTY system.

SPECIAL REQUIREMENTS/CONDITIONS:

Must pass Sign Language class by end of one year of employment; must utilize appropriate personal protective equipment as required; must be able to lift 50 pounds; must have or obtain Pima County Food Certification or SERVSAFE Certification with 30 days of employment; must be able to check deliveries against invoices for accuracy.